

DCSD Staff Development Catalog

Created by Jennifer Jensen – CSE – August 2008

You can access the Staff Development Catalog via the district web site: <http://www.dcsdk12.org>

1. Scroll to the bottom of the page and click on “Staff Central” under Staff Links.



2. Once on the Staff Central page, click on “Staff Development.”

3. Once on the main Staff Development page, click on “Course Catalog.”

4. Scroll down to the section explaining how to log in. After reading the directions, click on the “Logon Here” link and enter your name & password.

LOGON HERE

5. Once logged in, you have several options to search for courses and skill blocks. You can search by Category, Alphabetical Order, Month, Location, Interest, Instructor, or the Unit of credit you will earn after completing the course.

Learn today. Lead tomorrow.






6. Once you have decided how you are going to search and have reached your results, you will notice a few things. In the search below I selected the Category of Technology.

A – You will see that new courses within sessions are clearly labeled.

B – The [A] indicates that there is open registration occurring for a course.

Technology

-  [21st Century 'Smart' Classrooms Skill Block-ALL](#) **A** → **NEW**
-  [Asking Quality Questions-CPS \("clickers"\): CERTIFIED Skill Block](#) **B** → **[A]**
-  [Comic Life Skills Block](#) **[A]**
-  [Computer Fundamentals \(MAC\): Skill Block – ALL](#)

7. Once you click on the link for the session you are interested in, you will want to read the course description, objectives and especially the prerequisites. (The district is very tight on these prerequisites, so read them CAREFULLY!)

8. Information outlining what you will earn upon completing the course is located at the top of the page.

DE Streaming Skills Block

Classified Technology Skills Block =	9 Hours
Certified Technology Skills Block =	9 Hours
CDE Re-Licensure Credit =	.5 Credit
Knowledge Level Advancement =	N/A

9. You can click on the date for the session you are interested in to get more specific details. Be sure to check your calendar carefully – you must attend ALL sessions to receive credit.

Instructor led sessions (To Register, or for more information, click on a start date.)				
Start	Time	Days	Location	Status
9/19/2008	4:30PM-7:30PM	2	Legacy Point Elementary	OPEN
9/30/2008	4:30PM-7:30PM	3	Clear Sky Elementary	FULL
11/14/2008	4:30PM-7:30PM	2	Legacy Point Elementary	OPEN

10. When you are actually ready to register for a course, you will need to select the appropriate Hours/Credits/Cost box before clicking on “Register” at the bottom of the page.

<input type="checkbox"/>	0.5 Classified Staff Development /9 Hours	* 1
<input type="checkbox"/>	0.5 Cert. Staff Development/Relicensure /9 Hours	* 2
<input type="checkbox"/>	0.5 Admin/Prof/Tech Staff Development-Relicensure /9 Hours	* 3

11. Upon clicking Register, you will be taken to a new page. Take the time to make sure your information is current and up-to-date.

12. After completing and submitting your registration, you will receive a confirmation email.

13. From the front page the Course Catalog you can also view your personal transcript, showing both the courses you have completed and those that you are currently registered.

Click on the Icons or links at the top of this page to locate a course or scroll down this page for further instructions and information.

- News for Monday, August 25, 2008

[Help On Using Coursewhere](#)

[View Transcript](#) | [Change Password](#) | [Change Personal Info](#) | [Evaluations](#) | [Modify/Unregister From Events](#) |